

*Innocent*



Nov. - 22, 1944

## PERSONAL HYGIENE

### I Cleanliness

- A. Nails -
- B. Hair -
- C. Feet - (athlete's foot)

### II Infections

- 1 - Bad poisoning -

### III Skin diseases -

- 1. athlete's foot.
- 2. Impetigo.

### IV Care of hair -

- 1. Shave -
- 2. Shampoo once a week.

### V Care of Finger nails -

- 1. Cut & don't pick -
- 2. Cut hang nail & don't pick.



MONDAY  
7/12/43.

## SONGS.

### I.

\* SQUADRON SONG. (TUNE: D.U.)

ON the road we're marching -  
Singing Like Hell -  
We're the N.C.O. School -  
Listen to us yell, (& yell & yell & yell.)  
Forward Proudly Marching -  
Goes Squadron "A" -  
Best Class of 43, is on Parade!

### II

FIGHTING SONG. - (TUNE: FROM THE HILLS  
OF MONTEZUMA)

From the hills of Good old U.S.A.  
Comes the fighting N.C.O. -  
They're the toughest bunch of fighting men  
That the South will ever know -  
First to run for chow or to & row -  
They are always 'on the go -  
Where they get so darned much spirit  
I guess we'll never know -  
They will start to fight, if they are right -  
And pity on the 'foe -  
When the N.C.O.'s are on the march -  
IT IS ALWAYS FORWARD HO!



### III

To N.C.O. We're mighty glad we came,  
For you we'll carry on its name -  
N.C.O. we're here to raise its fame -  
We'll be true & play the game  
So boys, let's yell & sing her praises loud -  
Of her we promise to be proud -  
We'll make you the finest of the crowd  
We salute you N.C.O.!

### IV

N.C.O. chant

N.C.O. P.T.I.S. boys, that's a famous line -  
That's the slogan you will hear -  
Singing, singing, in your ear.  
You will sing it! Shout it! Marching by it -  
Now you've got the rhyme -  
N.C.O. P.T.I.S. "S-A" is mighty fine!

### V

(Tune: "old ANGLISH")

We are proud, we'll shout out loud -  
As along the streets we'll go.  
We'll catch your eye as we march by -  
We're the men of N.C.O. - how I hate  
To get-up in the morning -  
Tho things are tough & sort of rough,  
We're always on the go -  
We'll stand the strain & not complain -  
We're the men of N.C.O.!



MONDAY  
7/12/43.

## INTERIOR GUARD.

### A. General Orders:

1. To take charge of this Post and All Government Property in view.
2. To walk my Post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To Repeat all calls from Posts more distant from the guard-house than my own.
5. To quit my Post only when properly relieved.
6. To receive obey and pass on to the sentinel who relieves me all orders from the Commanding Officer, Officer of the day, and officers and noncommissioned officers of the guard only.
7. To talk to no one except in line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Corporal of the guard in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night and, during the time for challenging, to challenge ~~all~~ persons on or near my Post and to allow no one to pass without proper authority.



Corporal:

→ To receive & obey orders only from the C.O. - O.D. - off. of the guard Non Commissioned off. of the guard. He will assign the Posts, Reliefs, by the number & the assignments will not be changed except by the C.O. or off. of the guard. He also makes a list of reliefs.

Privates: are assigned to reliefs by the S.O.G. & to the posts by the corporal. No changing of reliefs.

\* THE GUARD CONSISTS OF:

1. Officer of the day.
2. Officer of the guard.
3. Sergeant of the guard.
4. Corporals of the guard.
5. Buglers of the guard.
6. Privates of the guard.

Guards are used to:-

1. Preserve order.
2. Protect Property
3. Enforce Police Regulations.

Commanding officer determines size of the guard & issues the necessary orders.

Length of Tour:-

1. 24 hours.
2. old guard relieved by new guard.
3. 2 hrs ON & 4 off in 3 reliefs.



Two Types of orders:

1. General:-

q. - apply to all sentinels.

2. Special:-

q. - apply to particular posts & duties.

\* Important duty:-

A. Guard represents the C.O. whose orders you are required to enforce.

B- Sleeping on duty is punishable by severe court-martial.



HOT!

\* Thurs. 7/15/43.

## TRAINING METHODS (6 hrs)

### I. P.T. & its need.

- \* \* A. Ultimate objective of all training.
  1. Success in battle & Victory on the battle field.

- \* \* B. Primary objective of P.T.
  1. To Physically condition the soldier to approximate his strength & Vitality in order that he may perform his duties with greater effectiveness.

### C. THREEFOLD OBJECTIVE OF P.T.

1. To Physically condition the soldier
2. To provide the soldier with a pattern of physical conditioning which he can use & understand.
3. To instill in the soldier the values of Phys. Conditioning for the soldier or citizen.

\* FRI. 7/16/43.

### II. OBJECTIVES OF THIS COURSE.

1. To acquaint men with methods used in all types of training.
2. To acquaint men with problems peculiar to particular fields or stations.

### \* III. SIX MECHANISMS OF INSTRUCTION.

1. Preparation & understanding of material.



## 2. EXPLANATION:

a. Reasons for doing what we are doing.

## 3. DEMONSTRATION.

a. To gain respect of men.

## 4. APPLICATION

a. Apply the above into actual practice.

## 5. EXAMINATION.

a. To determine achievement of each individual

b. Don't Test for memory alone

c. Keep interest

d. Reveal individual weakness.

e. Reveal weakness of the Instructor.

f. Determine grade of each individual.

## 6. DISCUSSION:

a. Exchange Problems & ideas of the group.

# IV FIVE METHODS OF INSTRUCTION.

1. Lecture

2. Conference

a. Individual help.

b. Small groups after hrs.

3. DEMONSTRATION.

4. GROUP PERFORMANCE.

a. eg. Mass Commands.

5. COACH & PUPIL METHOD.

a. eg. Marksmanship.

b. Individual Criticism & instruction.



\* SATURDAY  
7/17/43.

\* V TENT TRAINING AIDES :

1. Lesson Planning

q. Know your material: Schedule according to size of class.

2. FILMS

q. Picture observation.

3. B/BLACKBOARD.

q. Diagrams, etc.

4. MAPS.

q. Geographical Knowledge.

5. CHARTS.

a. Personal Progression

b. Schedules.

c. Group Progression

6. MODELS.

7. SAND TABLES.

q. Tactical equipment & Plotting.

8. RADIO.

9. PHONOGRAPH.

10. PUBLIC ADDRESS SYSTEM.

\* VI SIX TYPES OF EXAMINATION.

1. ESSAY.

2. Completion.

3. True & false.

4. Multiple choice.

5. Matching

6. Re-call.

\* 7/19/43

VII TECHNIQUE OF INSTRUCTION.

1. Attitude.

2. Conduct.

q. implies to instructor as well as men.



### 3. Poise ::

a. Self Control.

### 4. Appearance.

a. neatness & cleanliness  
(clothes & body)

b. Good voice.

## VIII SUGGESTIONS TO INSTRUCTORS.

1. Avoid all loud & discouraging methods.
2. Treat different characteristics according ly.
3. Never keep men too long in one position.
4. Instructor to do exercises along with group.
5. Demonstrate in opposite direction to way the group would.  
(Ex: - Group starts right, instructor to the left.)

## \* IX SIX DON'TS.

1. **DON'T** Bluff.
2. Don't use Proximity.
3. Don't Ridicule
4. Don't "Talk-down" to class.
5. Don't lose patience.
6. Don't lose opportunity of practical battle knowledge.

## \* X PERSONAL QUALIFICATIONS.

1. Ability to handle men.
2. Stimulate interest
3. Be neat, dignified & interested in subject.



\* X. CON'T.

4. Be Patient & Sympathetic to Student Problems.

5. Be Pleasant but firm.

\* XI. <sup>5</sup> PROFESSIONAL QUALIFICATION

1. Complete Knowledge of Subject

2. Ability to Plan & Put it into effect.

3. Ability to demonstrate.

4. Knowledge of proper instructional methods.

5. Ability to get men in shape & keep them in shape.



Thurs. 7/15/43.

## PUBLIC SPEAKING (12hr course)

I. A Good officer or non-com. should strive to learn the names of their personnel & something of their background.

### II. MEMORY TRAINING: (3 Natural / 4 hrs)

#### 1. IMPRESSION (EYE & EAR)

q. - Appearance & characteristics.

#### 2. REPETITION

q. Repeat out loud several times.

#### 3. ASSOCIATION:

q. Connect new material with something old or familiar.

### III. STRIVE FOR COÖPERATION OF MEN:

1. Smile. (be sincere)

2. Praise & honest appreciation  
(To encourage)

3. Make the job seem important & that you are depending on the men.

4. Praise all improvements.

5. Lighish with praise but be discreet. (No soft soap).

6. Give the other person a good reputation to live-up to.

7. Make faults seem easy to correct.

8. Appeal to the nobler motives

9. Throw down a challenge.  
(competitive)

## IV. EFFORTS & RESULTS



## IV ELEMENTS OF EFFECTIVE SPEECH.

### 1. Voice (Tone & Quality)

a. Weak. (shows inferiority.)

b. Poor construction & use of words.  
(reflects poor thinking process)

c. Strong. (influence & leadership)

### 2. Diction & Enunciation

### 3. Pronunciation

### 4. Pitch & Volume:

a. Avoid monotony.

### 5. Vocabulary:

a. Avoid slang & colloquialisms.

### 6. Verboosity:

a. Know what you are to say,  
say it, & sit down.



7/22/43.

# CHEMICAL WARFARE.

## I. SIX GASES.

NAME	Physiological	Tactical
Symbol - FORM - ODOR - Effect - CLASS. - Protection		
(vesicance)		
1. MUSTARD - Liquid - Garlic - delayed H.S. - vapor. - Horse radish - burns, Mustard. - skin & membrane. Blister	Casualty AGENT	protective clothing & GAS MASK
(vesicance)		
2. LEWISITE - Liquid - Germanium - Blister, M.I. - vapor. - Arsenical - Poison.	Casualty AGENT	protective clothing & GAS MASK.
(Lung irritant)		
PHOSGENE - GAS - Musty Hay - irritation C. G. - Green Corn. - lungs, occasional vomitting, tears, doped feeling & delayed symptoms. Collapse & heart failure.	Casualty AGENT.	GAS MASK.
(Sternuator)		
4. ADAMSITE - GAS - Coal - sneezing. D.M. - smoke. - sick, depressed - & headache.	HARRASSING AGENT.	GAS MASK
(Smokes)		
5. SULPHUR - BURNING - prickly skin, TRIOXIDE. - SMOKE - matches. - Tears	SCREENING SMOKE	GAS MASK
F.S. (incendiary) - INCENDIARY - NONE - 5,000° heat - INCENDIARY - NONE 6. THERMITE. - ignites - MATERIALS T.H.		



7/23/43.

## II. PURPOSE OF GAS ATTACKS.

1. Effect Casualties.
2. Contaminate material & supply.
3. slow down efficiency
4. To effect morale
5. TO interfere with visibility.

## III. PURPOSE OF COURSE.

1. minimize casualty in attacks.
2. Familiarize soldier with mask & proper way of using.
3. Ability to identify various gases.
4. Knowledge of various gases with persistent nature.
5. what to expect & how to handle.
6. Application of proper remedy.

## IV. PERSISTANT AGENT.

1. one lasting in air or ground for greater period than 10 min.

7/26/43.

## IV. TWO KINDS OF GAS MASKS.

1. Service
  2. DIAPHRAGM
- ### A. NOMENCLATURE.
- (a) Face piece
  - (b) Carrier
  - (c) CANISTER.



## Chemical Warfare. 7/29/43

### \* VI SEVEN OBJECTS OF CHEMICAL ATTACK.

1. To inflict casualties.
2. To deny advantageous Areas to opposing forces thru threat of casualties.
3. To contaminate materials & supplies.
4. TO HARRASS. (wearing mask reduces efficiency)
5. To affect morale.
6. To interfere with observation by smoke.
7. Incendiary, to destroy material & supplies.

### \* VII. A PERSISTENT GAS MAINTAINS AN EFFECTIVE CONCENTRATION AT POINT OF RELEASE 10 MIN. OR MORE.

### VIII. A NON-PERSISTANT GAS MAINTAINS AN EFFECTIVE CONCENTRATION AT POINT OF RELEASE 10 MIN. OR LESS.

7/30/43.

### IX THE GAS MASK.

#### \* A. PARTS.

1. Face Piece
2. Canister
  - (a) Can
  - (b) Mechanical Filter.
  - (c) Chemical Filter.
    - (1) Soda-Lime
    - (2) Charcoal.
- d. inlet valve.



3. Carrier - (Protective ointment & absorbent Pads.)

## B. STEPS IN USING MASK.

1. Hold breath, remove hat & open flap, Pull-out face piece with right hand hold in front of face with both hands.

2. Chin in mask; Put on & adjust straps.

3. Check & test for leaks.

4. Replace hat & button Carrier flap.

## V. TWO TYPES OF GAS MASKS.

1. E.M. Type.

2. Officers Diaphragm.

A. MASK IS INEFFECTIVE TO TWO GASES.

1. Carbon monoxide Gas.

2. Amonid Gas.

## VI. PROTECTIVE CLOTHING.

8/2/43

A - Impermeable.

(1) a suit for decontaminating including hood gloves & shoes.

B. PERMEABLE.

(1) G.I uniforms & equipment which has been treated.

## VII. CONDITIONS OF WEATHER FAVORABLE FOR GAS ATTACK.

1. Foggy & damp.

2. The hours between midnite & Sun-up.



CHEM. WARFARE. 8/2/43.

3. When wind velocity is from 3-12 M.P.H.

XIII. TYPES OF FAVORABLE TERRAIN.

1. Wooded areas.
2. Low lands.
3. Gun emplacements.

XIV DUTIES OF A GAS SENTRY.

1. Adjust mask
2. sound alarm for that area only.
3. wake-up all sleeping men.

XV PRESERVATION OF MATERIALS AGAINST INCENDIARIES.

1. Underground.



7/30/43.

## ADMINISTRATION

### I. MILITARY LETTERS.

#### A. ONE SUBJECT.

1. Paper is regular  $8" \times 10\frac{1}{2}"$

2. Margins:-

1" from top.

$1\frac{1}{4}"$  " left side.

$\frac{3}{4}"$  " Right "

1" " bottom.

All pages are numbered  $\frac{1}{2}"$  from the bottom in center.

#### B. UPPER $\frac{1}{3}$ Portion composed of:-

1. Destination of Hqs - or Office.  
(2 spaces)
2. Post Office Address.  
(1 space)
3. DATE.  
(2 spaces)
4. Subject:- (Not more than 10 words)  
(2 spaces)
5. TO:-  
6. File Number.
7. Identifying initials of person dictating & one typing.
8. All # to be numbered.
9. IF contents are more than 8 lines, - will be single spaced.  
Less than 8 lines - Double spaced.

#### C. BODY is 2nd $\frac{1}{3}$ of letter.

1. Fold so top  $\frac{1}{3}$  is showing.

#### D. ENDORSEMENT.

1. Particular form of reply used for military correspondence.

(1) must be sent-in within 24 hrs. after receipt.



(2) Will be numbered.

(3) Will follow 1" below  
1st entry on line.

(4) Signature is typed out  
& signed above the type.

8/2/43.

### E. MORNING REPORT.

a. Daily history of the Organization  
& accounts for every officer & E.M.  
attached or assigned to the Organization.  
It is a Permanent Record.

b. FORM: - WDAGO - #1.

c. 20 PAGES. -

(1) 2, 3 & 4 for Rotation & cts.

(2) 4, 8 & 12 for daily entries.

(3) 5, 6, 7, 9, 10 & 11, 13, 14 & 15 for  
remarks concerning individuals.

(4) 16 to 19 (incl) for entries at  
events or incidents concerning the  
Org. as a whole.

d. Morning report "day" extends  
from 'midnite til midnite'

e. Made in ink or indelible Pencil.  
(Never in red ink)

f. Only those abbreviations as Authorized  
in Army Regulations 850-150 are  
to be used.

### F. ABBREVIATIONS: -

1- A = Awoke.

2- Ar = Arrest in quarters

3- C = Confinement.

4- D.S. = Detached Service.

5- F = Furlough.



8/2/43

## ADMINISTRATION.

6. P = Pass.
7. Rec = Recruit
8. S.D. = Special Duty.
9. Sk = Sick Call.
10. E.D. = Extra Duty.
11. ACU = Air Corps Undesignated.

G. The Sp. Commander will sign his initials immediately following & on the same line with '1st entry' for the day, under "Remarks". He also initials each new man added to the list.

No ink eradicator will be used. In case of error a single line will be drawn thru the mistake & initialed by 1st. SGT.

### H. "REMARKS" SECTION:

1. In the Column "Remarks" will be carefully recorded. All changes of the duty & status of Personnel by name, except in case of men killed or missing in action.

### I. RATION ACCOUNTS.

1. Men messing separately, are entered on Page 2.

(2) Authority is given by Post Commander.



## J. PAGE 3-RULED INTO 4 COLUMNS.

1. Daily average for rations.
2. Number of men messing with ORGANIZATION.
3. Correction for Percentage.
4. Number of rations due org.

8/3/43.

## K. SICK REPORT.

1. FORM W.D.A.G.O. #5

(a) Daily report which is prepared in Squadron orderly room. Every officer & E.M., except those attached for rations only who is in need of medical attention will have his name entered on the Sick Report of his Squadron, before reporting for treatment, & sick call.

(b) In emergency or urgent cases the Patient will be permitted to have medical treatment but name will be added on the Sick Report.

(c) It is also necessary that the Sick book be taken to the dispensary.

2. The Sick-book is prepared in the Orderly room & signed by the Squadron Commander on the next line after the last name.



7/30/43.

## MAP READING.

### I. COLOR REPRESENTATION.

#### 1. Brown.

(a) Contours, hills, cuts & other representations of relief.

#### 2. Blue.

(a) Water & Swamp-land.

#### 3. Green.

(a) Woods & Vegetation.

#### 4. Red.

(a) Road information & Guard posts - (shown by circle)

### II. ADDITIONS: -

1. Various letters Numbers & abbreviations designating definite units may be added to the symbol identifying the symbol to indicate size & character of the unit, type & location of supporting weapons & the necessary lines & boundaries for an operation.

### III. MILITARY SYMBOLS.

1. When color is used, military symbols representing objects in territory occupied or controlled by our forces are shown in blue.

2. Those in territory occupied or controlled by the enemy, are shown in RED.



### 3. EXCEPTIONS:-

4. Symbols in green covered by friendly fire or GDS, Altho generally located in enemy territory, are shown in blue.

IV. The three most useful systems expressing the absolute relative positions of points on the map & on the ground are:-

1. Geographic
2. Polar
3. Grid-Coordinate.

(Geographic Coordinates are used to designate large areas.

8/2/43.

### V. SCALE & MEASUREMENT OF DISTANCE.

1. The Scale of a map is the relationship between measurements on the map & actual distances on the ground.

2. The scale may be expressed as the ratio  $\frac{\text{MAP}}{\text{Ground}}$ . This is

the Representative Fraction (R/F)

3. This fraction shows the relationship between the numerator which is a given distance on maps & the denominator which is a given distance on the ground.



8/2/43

## MAP READING.

4. Military maps are classified according to function as small scale or strategic to medium scale or tactical maps; or large scale or terrain maps.

SMALL SCALE = Strategic or General Planning.

General or standard maps are used for this purpose.

(The greater the denominator the smaller the scale)

MEDIUM SCALE = Scale represents approximately 1" to 4 mile. Used by war dept as most advantageous for recording topographical or terrain detail. - Termed Tactical.

TERRAIN OR LARGE SCALE -

serve the technical & battle needs.

5. DIRECTION is ALWAYS EXPRESSED BY ANGLES.

A: Three Base Directions.

1. True North = Direction of the Geographic N.P. It is the line that if extended would point directly to the true N.P. This base direction remains constant.



2. MAGNETIC NORTH = Direction in which the needle of the magnetic compass points when the compass is unaffected by local attractions. Since the position of the magnetic N.P. is about  $20^\circ$  South of the TRUE N.P., The direction of Magnetic North, relative to TRUE NORTH varies from place to place.

3. GRID NORTH = Direction in which the vertical lines of the Grid Point. These lines for any one map are unchanging, & GRID NORTH is a constant direction for any given map.

#### 6. DECLINATION:

A. The difference between TRUE NORTH & any other base direction.

(1) Magnetic declination = The difference between True N. & Mag. N.

(2) GRID DECLINATION = Difference between True N. & GRID NORTH.

\* These declinations may be either East or west of True North. The line with a star above it is true North. The line with  $\frac{1}{2}$  barbed arrow at its point shows magnetic North. The line with a Y above it indicates Grid North.



7/30/43.

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## LEADERSHIP.

I. Leadership is the art of imposing ones will on others to command their respect, confidence & whole hearted cooperation.

### II. FOUR METHODS OF IMPROVING LEADERSHIP.

1. Observation
2. Reading
3. Studying.
4. Experience.

### III. PERSONAL QUALITIES.

1. Initiative
2. Self-Confidence
3. Intelligence
4. Enthusiasm
5. Carriage.
6. Free & Fluent Speech.
7. Honesty.
8. Impartiality.
9. Sympathy.
10. Drive
11. Optimism
12. Understanding.
13. Even-Temper.
14. Set of good example.
15. Sense of duty.
16. Be ready to reward for good work.
17. Concise orders.
18. High Morale
19. Neatness & Cleanliness.
20. Good voice.



#### IV SUMMARY:-

1. Be an example.
2. Be human.
3. Be yourself.
4. Follow the Golden Rule.

#### V. TWO TYPES OF LEADERS

1. Driver
2. Leader.

#### VI BASIC PRINCIPLES OF LEADERSHIP

1. Knowledge
2. Character

(a) "Leader" depends upon Character.

(b) "Driver" depends upon Knowledge.

#### VII Psychological Factors in Control of Others

1. Belief
2. Confidence
3. Enthusiasm
4. Self-mastery
5. In-sight.
6. Cooperation
7. Will-Power.



8/6/43.  
12 hrs.

## FIRST AID.

I. First Aid := Temporary, immediate, emergency treatment given in case of sudden illness or accident.

### II GENERAL RULES:

1. Keep Calm.
2. Notice nature of injury
3. Call a doctor when necessary.
4. Keep Patient warm.
5. Make Patient comfortable.
6. Do not alarm Patient.
7. Treat for Shock.
8. Don't administer stimulants when Patient is unconscious suffering from sun stroke, or bleeding.
9. Don't try to do too much.

#### A.- 3 Steps in Treatment.

- (1) Treat Arterial bleeding.
- (2) Notice if Patient is breathing.
- (3) Treat for Poisoning.

8/7/43.

### III TREATMENT FOR SHOCK.

1. Heat application.
2. Position
  - a. head lower than shoulders.
3. Stimulants.
  - a. to increase heart action.



8/10/43.

#### IV TREATMENT FOR WOUNDS.

A. Wound = A break in the skin's surface.

1. Puncture = Caused by a nail, bullet, bayonet. - deep, but does not bleed freely.

2. Abrasion = Burn, skin friction.

3. Incision = Sharp cutting instrument.

4. Laceration = Jagged cut.

#### B. Treatment.

1. Stop bleeding if serious.

2. EXPOSE wound by removing clothing.

3. APPLY Antiseptic.

(1) Iodine ( $2\frac{1}{2}\%$  solution)

(a) don't bandage til dry.

(b) don't re-apply.

(c) don't Peel.

4. APPLY Sterile dressing & secure with adhesive tape or bandage.

5. Treat for Shock.

6. Have wound re-dressed by doctor as soon as possible.

#### V Types of Bleeding.

1. Arterial = Spouting

2. Capillary = oozing

3. Venous = Steady flow.



## FIRST AID.

### VI CONTROL OF BLEEDING.

1. Elevation
2. Pressure
  - (1) Direct pressure with sterile dressing.

8/17/43.

### VII FRACTURES. = Broken Bone.

1. Simple
2. Compound.

### VIII TREATMENT.

#### A. Simple Fracture.

- (1) Prevent further injury
- (2) Make Patient comfortable.
- (3) Treat for shock.
  1. Removal of Clothing.
    - (1) cut seams.

#### 2. Apply Traction.

- (1) Steady even Pull at a fixed point. (do not set bones)

#### B. Compound fracture.

1. control bleeding
2. Treat wound with antiseptic
3. Apply Traction & use of splints.

### IX PRINCIPLE OF TRACTION.

- #### A. Traction at end of limb
- Pulling against a fixed point at the base of the limb where it joins the body.



## X ADVANTAGE OF TRACTION.

1. Diminishes Pain & Shock.
2. Prevents further laceration.
3. Aids the Dr. when he is setting the fracture.

## XI SPLINTS

1. Fixed
2. Improvised.

## XII SUN STROKE.

### A. - Symptoms.

1. Pain in head & dizziness.
2. Dryness of mouth
3. Skin very hot.
4. Flushed face.
5. Rapid, full Pulse.
6. Total or Partial unconsciousness.
7. Nausea.

### B. TREATMENT.

1. Cool Patient gradually.
2. Move into shade & loosen clothing.
3. Apply Cold applications.
4. No stimulants!

## XIII HEAT EXHAUSTION.

### A. Symptoms.

1. Dizziness
2. Nausea
3. Weakness
4. Pale skin
5. Cold clammy sweat.

### B. TREATMENT.

1. Warm Patient
2. Lower head.
3. Increase Circulation.



John Lowe  
Sg. A.  
12 Nov.

## ANATOMY, PHYSIOLOGY, KINESIOLOGY

### I. ANATOMY -

Study of the human body.

### II. PHYSIOLOGY -

Study of the functions of the organs of the body.

### III. KINESIOLOGY -

Study of the action of muscles.

## IV. OBJECTIVE OF P.T. PROGRAM

### A. Physiological -

1. Strength
2. Endurance
3. Speed
4. Ability
5. Posture
6. Cooperation.

### B. Psychological -

1. Self Confidence
2. Aggressiveness.
3. Team Work & Cooperation.
4. Courage & will to win.
5. Spirit of competition.
6. Pride in Organization
7. Mental Alertness.
8. Serves as an emotional outlet.
9. Develops an awareness of the body.
10. Develops emotional Stabilization.



11. Better Morale.

8/6/43.

#### V EFFECT OF EXERCISE ON BODY.

1. Rate & force of heart beat is increased.
2. Breathing becomes deeper & more rapid.
3. Flow of Perspiration increases due to heat Production.
4. Appetite is improved.
5. Elimination becomes more regular & easier.
6. Underweight men can gain weight. (Generally.)
7. Overweight men can lose weight.

#### VI FORMS OF MUSCLES.

##### 1. Simple



d. Tendon = Band of Connective tissue which serves as an attachment of muscle to bone.

##### 2. Biceps



d. Two tendons (or heads)

##### 3. Triceps



d. Three tendons (or heads)

##### 4. Penniform -



d. Tendon runs all the way across & on one side of muscle



J Lowe.

## ANATOMY - PHYSIOLOGY, KINESIOLOGY.

### 5. Bi-Penniform



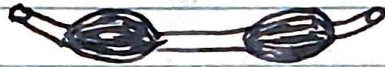
q. Tendon runs thru center with muscle on both sides.

### 6. Tri-Penniform



q. Two tendons running thru muscle p/s m/s.

### 7. Di-Gastric



q. Tendon, between bellies of the muscle, & on each end.

### 8. Poly-gastric

q. Abdominal



## VII SHAPES OF MUSCLES.

### 1. Broad

q. Sheet-like & thin



### 2. Triangular

q. Neck & over back



### 3. Cylindrical

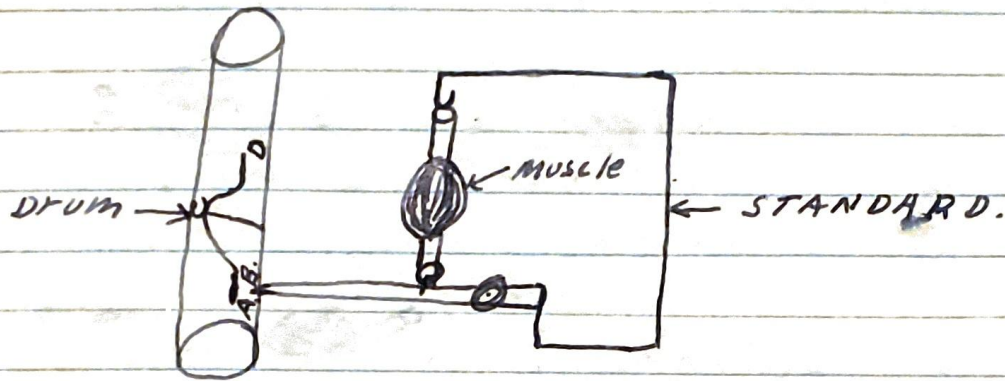
### 4. Quadrate





## VIII ACTION OF MUSCLES.

A: Muscles are studied by what is known as a KYMOTGRAPH.



### B. Three Periods in action of Muscles.

1. AB = LATENT Period = .01 sec.

(d) Preparatory Period.

2. BC = Period of Contraction = .04 sec.  
(d)

3. CD = Period of relaxation = .05 sec.

\* Simple contraction of a muscle takes one tenth of a sec.

1. Use electric shock for the stimulation.

a. - Will not injure muscle

b. - Stimulus can be varied.

\* Simple

2. Muscle, when di-sected has a tendency to dry. Therefore it has to be constantly wet by Saline Solution which is similar to muscle tissue.



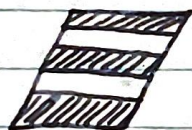
IX GROSS STRUCTURE OF MUSCLES.

A. All muscles are composed of many fibres & the outside covering is called the PERIMYSIUM.

B. Each muscle consists of proper STRIATED muscular tissue that is its essential part, but is supported by connective tissue, nourished by blood vessels & its activity is governed by nerves.

C. FASCICULA = is the sinewy band running thru meat.

1.



cross striations are dim & lite.

(a.) In the lite bands, molecules are formed in haphazard fashion.



\* When a Polarized lite is behind the muscle, the lite does not show thru & appears lite in color = TRANSLUCENT.

(b) Dim bands are arranged in orderly molecular fashion.



\* Therefore, lite does penetrate & the bands look darker.

D. FIBRILS = Longitudinal strips of muscle, that look like pieces of string. (still contain dim & lite bands)

1. Each fibre contains muscle



Plasma.

E. MUSCLE PLASMA is kept in place by the "sarcolemma".

1. Muscle fibres are stimulated at the end of the fibres by nerve-end plates, & govern the action of muscles.

\* F. "ALL or NOTHING" THEORY:-

1. The muscle fibre, if it acts at all, will act completely.

\* G. CHEMICAL PRINCIPAL INVOLVED:-

1. The fundamental principle of chemical reactions once started will continue without interruption until an equilibrium is reached.

\* H. PROCESS OF OXIDATION.

A. Chief source of energy from muscles is thru OXIDATION.

B. CATALYSTS:-

1. Composed of ENZYMES, which is the chemical agent that speeds up action.

C. OXIDATION takes place AFTER contraction of the muscle.

8/10/43.  
\* I. METABOLIC SEQUENCE of MUSCULAR CONTRACTION.

1. Stimulation = molecular balance is upset, & energy results. This



## ANATOMY.

energy serves to decompose "Phosphocreatine" into its constituents:-

(1)  $H_3PO_4$  = (Phosphoric acid) & creatine.



2. Energy to drive molecules back to former position.



3. Oxidation, which yields energy



4. Energy from oxidation recombines the constituents ( $H_3PO_4$ ) & creatine with liberation of energy.

5. IF this does not create enough energy - the body draws upon Glucose & lactic acid, which gives added energy.

A.- Muscles use Glucose ( $C_6H_{12}O_6$ ) Fats, Carbohydrates, & Glycogen.



## XI EFFICIENCY OF MUSCLES.

A.- Average Person - 20%

B.- Well trained - 33% at most.

1. Efficiency = is a ratio of the amount of useful energy it gives out: to the total it uses up.

(a) Calorie = amount of heat to raise 1 gm of water  $1^\circ$  cent. (energy unit)

(b) Calorie = 1000 times stronger.



(C) Foot-pound = Strength to raise  
1# / Foot. (mechanical unit)

\* 2. The ability of a muscle to do  
work well, depends upon its shape:-

(1) A thick muscle will be able  
to raise a 3# wt. probably 1 foot.

Whereas:

(2) A thin muscle may be able  
to lift a 1# wt. 3 feet.

3. Muscles are not efficient because:-

(1) They pull in an oblique  
direction.

(2) Work against "short arms" of  
leverage.

(3) Most common form in the human  
body is the 3rd class lever:-

EX:-

Fore arm = weight

Elbow = Fulcrum.

Power is attached at point of  
"short arm" lever, & takes more  
energy.

4. Muscle has greatest Power  
at 1st  $\frac{1}{3}$  of its action.

XII MUSCLE TONUS: = Mild  
sustained contraction of a muscle.

1. Muscle should be warmed  
up before going into action.

A. However, too much heat  
will cause HEAT RIGOR = stiffening  
of muscle.



8/17/43.

## ANATOMY.

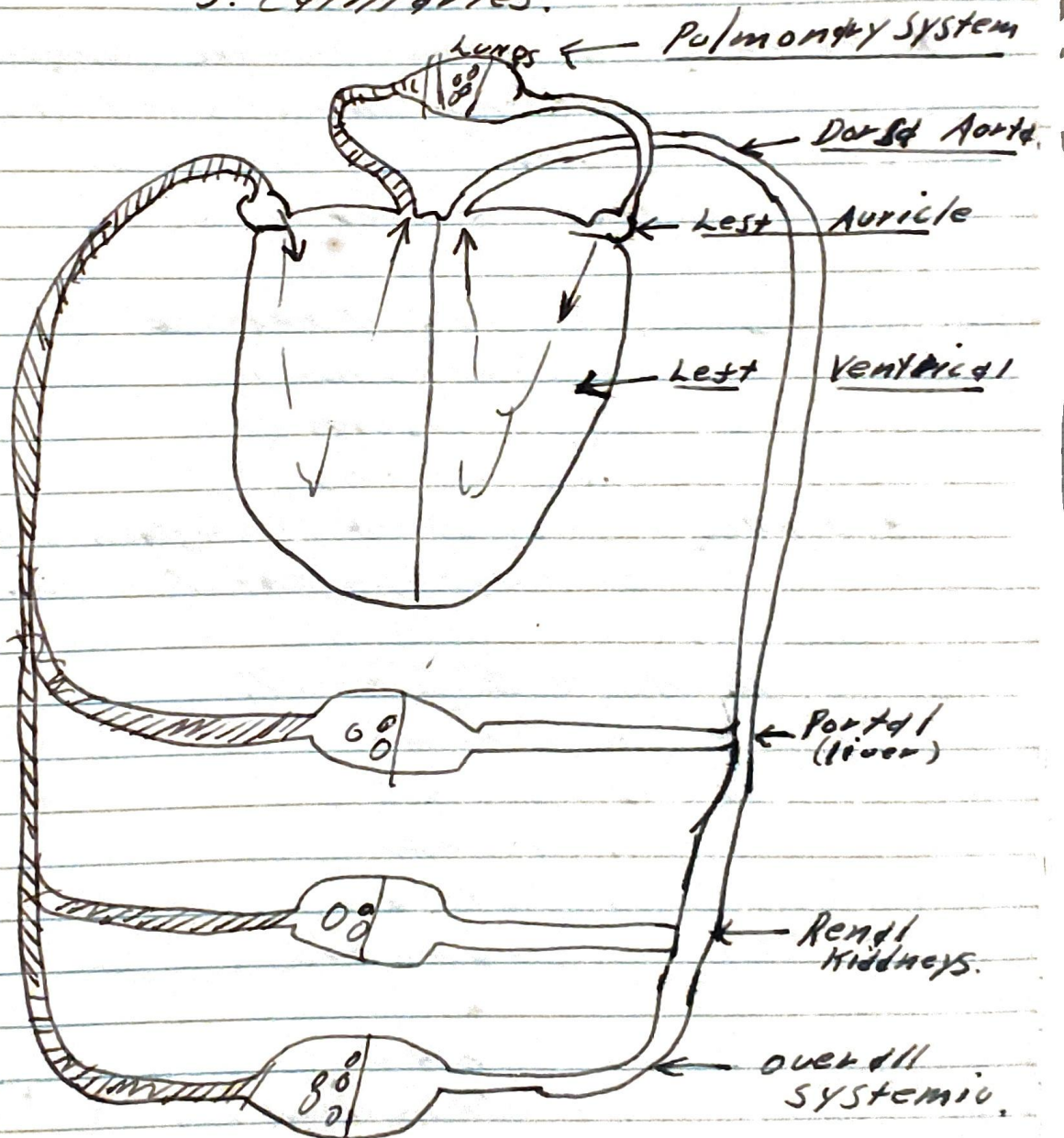
### XIV CIRCULATORY SYSTEM.

#### A. - Closed system.

(1) composed of heart & capillaries.

#### B. VESSELS.

1. arteries
2. arterioles
3. capillaries.





8/18/43.

# I MUSCLES USED IN VARIOUS EXERCISES

## A. BREATHING EXERCISE.

1. Intercostals.

q. between the ribs.

2. Abdominal

3. Diaphragm.

## B. NECK EXERCISE.

1. Sternocleido - Mastoid.

2. Trapezius.

\* Purpose - improve posture - strengthening posterior muscles of neck & upper back necessary to give head proper lift.

## C. SHOULDER EXERCISE

1. Trapezius

2. Rhomboids

3. Pectorals.

\* Purpose - develop & strengthen upper back & lengthen the pectorals.

## D. ARM & CHEST.

1. Deltoid

2. Biceps

3. Triceps

4. Pectorals

5. Trapezius.

## E. ABDOMINAL

1. Erectus dominus

2. obliques



## ANATOMY.

### F. POSTERIOR TRUNK.

1. Erector - Spinae.
2. Quadratus - lumborum.

(Spine)

Cervical - (7)

THORASIC (12)



8/17/43.

## MESS MANAGEMENT.

### I. MESS MANAGEMENT:

A. The supervision & control exercised over every phase of the operation of an army mess. The term "MESS" is applied to those army groups who for convenience, sociability or economy eat together.

B. Mess supervision is a function of command & is exercised ~~over~~ in some degree by all commanders over the messes within their respective organizations.

### II. OBJECT OF MESS.

1. Build & maintain an effective variable mess.

### III. ORGANIZATION.

1. Commanding Officer responsible  
(a.) Jr. officer designated as mess officer

### IV. RATIONS.

1. Garrison
2. Field
3. Travel
4. Filipino.

### V. Classification of food.

1. Carbohydrates.  
a. body fuel & energy



2. Fats.

4. Fuel & heat.

3. Proteins.

4. Minerals

5. Water.

Nutrition is the use of food in the body to maintain strength & health.

#### VI Temperatures.

400 - 450

325 - 400

250 - 235

200 - 250

180 - 200.

#### VII Classes of Meat.

1. Tender-cut - (Roasts)
2. Less tender cuts - (Stews).



8/19/43.  
C. Ho.

## MILITARY LAW.

### I. LEGAL & JUDICIAL AFFAIRS.-

#### \* A. Military Law.

1. Administration of Justice in the army, that by which Soldiers & officers are governed.

#### \* B. MARTIAL LAW & Military Government =

1. Administration of Justice by the army.

### II MILITARY JURISDICTION.

#### \* A. - Sources.

1. Constitution

2. International.

### III EXERCISE:

A. By a belligerent occupying an enemy's territory - called military Government.

B. By a Government temporarily governing a civilian population of a locality thru his military forces without the authority of written law - as necessity may require - called martial law.

### \* IV. COURTS MARTIAL CLASSIFICATION.

A. General.

B. SPECIAL.

C. SUMMARY.



## \* V. WHO MAY SERVE.

A. - All Commissioned officers, except nurses & warrant officers.

1. An officer is not eligible to serve if he is the accuser or a witness.

2. Not eligible to serve in a rehearing if he were a member of the court which first heard the case.

3. Suspension from rank renders an officer ineligible.

4. Some officers may be restricted by regulations.

## \* VI. NUMBERS ~~IN~~ GEN. COURTS MARTIAL.

A. GEN. COURTS MARTIAL.

1. Not less than 5 officers.

B. SP. COURTS MARTIAL.

1. Not less than 3 officers.

C. SUMMARY COURTS MARTIAL.

1. Only 1 officer.

## \* VII. RANK OF MEMBERS.

A. Officers shall be tried by superior officer when possible  
(1.) or those ahead of him on promotion list.

## \* VIII. QUALIFICATIONS.

A. - Officers best qualified by age, training, experience & judicial temperament.

B. Officers shall have at least 2 years service, if possible.



B/20/43.

## MILITARY LAW.

### \* IV EVIDENCE -

1. Material & relevant to the case.

B/21/43.

### I. ARTICLES OF WAR

# 58 - DESERTION.

# 60 - ENTERTAINING A DEBERTER.

# 61 - A. W. O. L. -

### \* V DIRECT EVIDENCE:-

1. A - Statement made by a witness or contained in a written document.

### \* VI Circumstantial Evidence:-

1. Statement that would be true,

### XII Primary qualification of a witness.

1. THAT he speak only what he has learned from his own senses.



XIII Fundamentals/ Rule 95 to Evidence of accused Character.

XIV What is the rule on hearsay evidence.

1. Not Permissible.

because not under oath. However it is possible to corroborate & find.

XV Confession -

1. Acknowledgement of guilt  
Explicit, deliberate & Voluntary  
must be Proved by 2 witnesses.

8/23/43

I. Rules to limit use of accused confessions. oral or written to be used in court.

1. Evidence of corpus delicti other than his own confession.

II Rule 95 to documentary evidence.

III Method of EXAMINATION

1. Direct Exam.

2. Cross Exam.

3. Re direct

4. Re-Cross Exam.

5. Exam. by the Court.



A. Method of Cross Exam.

1. Limit'd to matter obtained from direct exam.

Re-direct Exam. -

Ignorance from statement of facts

\* IV. RIGHTS OF THE ACCUSED.

1. To a fair & impartial hearing before a competent tribunal, including the right to challenge the members thereof for cause of more serious cases in general & special courts.

2. To receive notice of charges against you & the opportunity to prepare to present your defense, incl. the right to defense council of your own selection, if you so desire.

3. To protect against self incrimination & against twice being placed in jeopardy of same defense.

4. To be present during your trial unless we give it by absents self.

5. To be confronted by witnesses against you & to cross examine them if so.



\$\$\$

desire.

6. To testify or make an unsworn statement in own behalf. or to remain silent in which no inference as to 'guilt or innocence' may be drawn against you.

7. To have Govt. Prove to the Court beyond a reasonable doubt your guilt of every element the defense charged.

8/24/43.

8. Man is presumed innocent until contrary is shown beyond a reasonable doubt.

9. You have no right of appeal on error or otherwise as in Civil Court, when all facts are turned in.

10. Right to appeal before investigating officer in more serious cases. & present your side of case before hearing.

\* Articles of War  
# 96 -

\* #104 - Disciplinary Power of C.O.  
Can give squadron punishment but if refused, Court Martial can be brought.



8/19/43  
6hr.

## SUPPLY

### \* I. PROCUREMENT & DIST. OF SUPPLY.

#### A. QUARTERMASTER.

1. Subsistence Stores.
2. Clothing
3. Shelter.

#### B. ORDNANCE.

1. Arms
2. Ammunition (except chemical)
3. Fire Control Instruments.

#### C. ENGINEER CORPS.

1. Mapping & sketching equipment
2. Compasses.

#### D. MEDICAL CORPS.

1. Medical & Hosp. equipment.
2. First Aid packets, etc.

#### E. SIGNAL CORPS.

1. Telephone
2. Radio, & other communication equip.

#### F. CHEMICAL WARFARE.

1. chemical Ammunition
2. Gas masks.

#### G. AIR CORPS.

1. Airplanes, & parts.
2. Clothing & parachutes.

#### H. COAST ARTILLERY CORPS.

1. Supplies & technical coast artillery material.

### \* II POST PROPERTY OFFICER

1. one who sees to proper procurement & distribution of supplies.
2. Charged with the requisitioning



of Property from Proper depots & sends/s of the necessary supply for the units located at their Post.

3. Accountable for all Supplies issued, distributed, & Received.

4. Responsible for receipt, storage, & care of all Supplies to the units on their Post.

### III. DEFINITIONS.

#### A. Accountability =

1. The requirement of keeping strict account of all Supplies received & distributed.

\* (Keeping A Stock Record Account.)

#### B. RESPONSIBILITY =

1. only the Post Property officer has accountability. EVERYONE has responsibility.

#### \* C. STOCK RECORD ACCOUNT =

1. System of bookkeeping by Property officers, maintained to keep accurate account of any Property received from any source & issued to any unit.

#### \* D. EXPENDIBLE PROPERTY.

1. That which is normally consumed by its use.

a. Fuel

b. Soap

c. Batteries



8/19/43.

## SUPPLY.

### \* E. NON-EXPENDIBLE PROPERTY.

1. Anything that by normal use is still serviceable after normal length of time.

a. Chairs

b. Benches

c. Stoves.

8/20/43.

### \* F. REQUISITION.

1. Request for the proper supply of the property off. for mat. needed by any unit.

(a) Regular forms

(b) or blank form.

### \* G. MEMO. RECEIPT.

1. Receipt for equip. issued or turned in.

(a.) Issued = Debit memo.

(b) Turned in = Credit memo.

### \* H. SHIPPING TICKET.

1. Form used in transferring accountability for certain property from one accountable officer to another.

## \* IV. ORGANIZATION OF CO. SUPPLY.

A. Co. Commander. directly responsible.

1. designate 1st Lt Adjutant, or officer - 1 Junior



- SUPPLY OFFICER.  
2. SUPPLY SGT. (KEY MAN)

### \* B. DUTIES OF PERSONNEL.

1. Co. Com. charged with responsibility of seeing his org. is fully equipped at all times. Serviceability of all SUPPLIES & EQUIP at org. Also for safe keeping of EQUIP & SUPPLIES. Proper requisitioning.

2. Jr. SUPPLY off. - makes frequent inspections, checks receipt of SUPPLIES & EQUIP. Witnesses the issue of clothing & EQUIP. Supervises the proper maint. of records. Checks the preparation of Reg's. Responsible for the SUPPLY ROOM in general.

3. SUPPLY SGT. - Actually draws SUPPLIES on the Post PROP. off. & actually issues SUPPLIES to the ind. Soldier. Directly responsible for safe keeping of \*B/21/43\* SUPPLIES "in the SUPPLY ROOM." Also maintaining necessary records & compiles necessary Reg's., Reports & details necessary to SUPPLY.

### \* C. TABLES OF ISSUE.

1. Table of Org. -

(a) Issuance of SUPPLY is based on No. = strength.

(b) Names & RANKS of



## SUPPLY.

off. & E.M.

### \* 2. Table of basic allowance

(a) T. B. A.

(b) Takes care of issuance of individual clothing, equip. & mat. needed on the field.

### \* 3. TABLE OF ALLOWANCE.

(a) T. A.

(b) Takes care of issuance of material not necessary for men on the field.

### \* 4. INDIVIDUAL EQUIP. RECORD.

A. FORM W.D. 460. # 33

(War Dept. Adj. Gen. Office)

1. Equipment is listed & checked off initiated by soldier. Also when equip. is turned in. Witnessed by officer.

(d) Barracks bag, canteen cup, cartridge belt, tent shelter, etc. etc.

### \* B. Reg. IND. Clothing Slip

1. W.D.A.G.O. # 35 for all clothing issued to E.M.

C. Reg's For. Clothing in Bul/H.

1. W.D. 409

D. Reg's for Items - <sup>basic allowance</sup> office supplies, <sup>brushes</sup> broom & brushes.

1. W.D. 411 - 412 - 413



8/23/43.

All Requisitions are made out in Triplicate.

\* F. Forms Used to cover damages or losses.

A Statement of Charges.  
Form WDAGO-#36

1. Purpose. - Two fold.

a. Insures that the person responsible for the loss, damage, or destruction of Govt prop. is properly charged for the same.

b. It becomes a voucher to the accountable officer.

2. Usually made any time that someone is to be charged. However proper legal procedure would be then survey.

If however, it is acknowledged 'accused' a report need not be made.

If accused thinks charge is unfair, a 'reputed survey' must be drawn up.

3. Note is made on Reg - record.

\* Report of Survey WDAGO #15

1. When property is missing or damaged upon death or destruction.



8/23/43.

## SUPPLY

- or because of insanity.
- 2. Prop lost, destroyed or damaged thru fault or neglect.
- 3. When it is directed by the C.O. or higher auth.
- 4. Repaired equip is wrecked.

All these reports are made separately for each article - accordingly -

Example →

- 1. Ordinance - Gun
- 2. Engineering - Compass
- 3. Quartermaster { Folding chair, cart, belt.
- 4. Gas mask - Chem warfare.

C.O. appoints officer of suitable rank to act as survey officer. Disinterested party.

\* Inventory & Inspection Reports, (I & I Reports) Form #1  
W. D. I. G. O. #1.

Disposition of equip. for various uses.

Inspectors of War Dept will make inspection -

\* Dispositions to be made -

- 1. Equipment, to be continued in service.
- 2. Material to be turned into Arsenal or Depot.



3. To be turned in for reclamation of component parts.

4. To be destroyed:-

1. No saleable value
2. obsolete
3. can't be repaired.

5. To be sold:-

6. To be salvaged.

7. To be used as target material

8/24/43.

Issue of Clothing in bulk:

\* WDUMC #409 Req. & receipt for clothing in bulk.

Sent to Post Q.M. who will issue clothing as requested. That not issued will be returned to Q.M. within 24 hrs & proper credit given & form made out.



8/19/43.  
2 wts.

## SPECIAL SERVICES.

### I. MISSION. -

A. - To Stimulate & maintain all factors of morale which will assure for a most wholesome & satisfactory life within the armed forces of the U.S. & beyond the continental limits of this country.

### II. FUNCTIONS: -

A. To Provide information by films, radio, & publications that present the background of the war, reports its progress, & stimulates in the soldiers an understanding of his own part in it.

B. To Provide athletics & recreational programs & facilities for the planned use of the soldiers off-duty hours.

C. To provide educational opportunities to supplement army training & lay the ground-work for an educational system during de-mobilization.

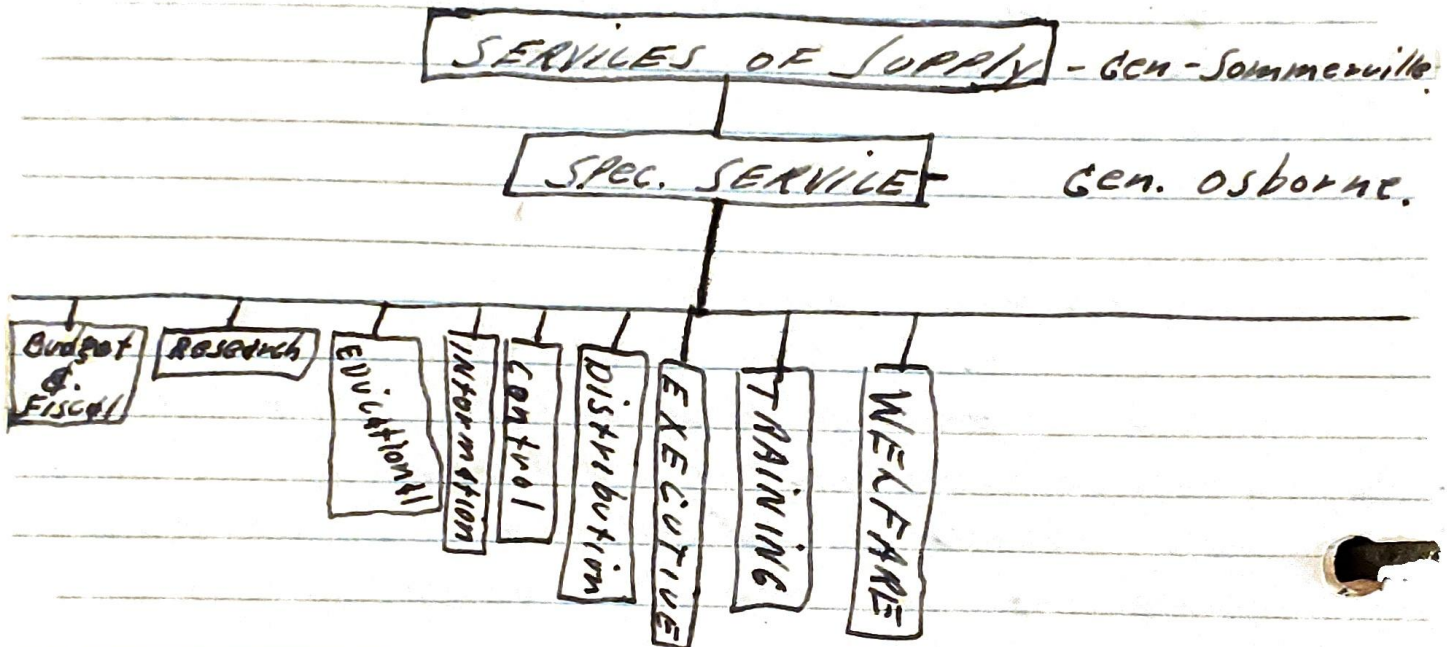
D. Research reports on conditions affecting morale.

- (1) Food condition
- (2) Discipline
- (3) weaknesses.



### III ORGANIZATION: OF SPECIAL SERVICES

A. Special Service division is a component of the Service of Supply, responsible to the Assistant Chief of Staff for Personnel.



B. FINAL Responsibility of the mental & Physical condition of the soldier rests with his Commanding Officer. Morale has from time immemorial, been a function of Command.

8/20/43

### I. TWO PHASES OF SPECIAL SERVICE.

#### A. OVER SEAS UNIT.

1. 5 officers headed by a Capt. - 4 1st Lt's.
2. 116 E.M. compose unit
3. Basically, Infantry outfits.
4. 8 TRUCKS
5. 4 TR/V's.
6. 1 Jeep



## SPECIAL SERVICE 8/20/43.

7. Motion picture equip. set.
8. Loud speaker system.
9. Circulating library
10. Canteen
11. Athletic outfit.

### B. OFFICERS CANDIDATE SCHOOL.

1. 5000 Officers & 10,000 EM  
so far in the field.
2. School at Washington & Lee  
Univ. at Lexington, Virginia.
3. Requirements
  - (a) Prove ability to organize  
athletics, theatrical
  - (b) Journalist personnel  
supervisor, athletic director.
  - (c) Practical exp. recreation  
& programs.
  - (d) Summer camp programs.
  - (e) Must be eligible for  
A.R. 625-5 Sect-5.
4. Applications -
  - (a) Moved for adm. School  
& assignment for special duty.
  - (b) Processed thru. Co. & Reg.  
channels.

### C. E.M. & W.O. School.

1. 4 weeks course. No rank  
given after graduation.
2. A.G.G. TEST = 110.
3. Limit'd. Service eligible is  
available for overseas-duty.



## D. COURSES PROVIDED

1. Military Psych
2. Tech Trng in Phys. Ed.

8/21/43.

## FACTORS AFFECTING MORALE OF U.S. ARMY.

1. Development of the individual.
2. Religious instruction
3. Promotions.
4. Decorations.
5. Leaves of Absence, & furloughs.
6. Discipline
7. Pay allowances & Physical needs.
8. Insurance & family allowances.
9. Postal Service.
10. Medical attention & Sanitary Service
11. Police surveillance.
12. Return of Sick & wounded to duty.
13. Training.
14. Physical Development.

8/23/43.

## RESEARCH DIVISION -

1. Binding morale status.
  - a. - Having Command Personnel submit forms & to General conditions existing.
  - b. sent to Washington for action.



8/23/43.

## SPECIAL SERVICE INFORMATION DIVISION OF S.S.

### A. PURPOSE.

1. To Give soldier a clear understanding of causes of war & its current developments, since the clearer their understanding the greater their effectiveness in training & in combat.

### B. MEDIUMS FOR DISTRIBUTION

1. Films.
2. Radio.
3. Printed word. (Publications)

## EDUCATIONAL DIVISION.

### A. PURPOSE.

1. Ed. activities of S.S. Division are directed toward supplementing courses given at army training schools, & providing continuing educ. purposes, here & overseas, where for men whose civilian schooling has been interrupted.

2. Instruction by Phono. Records.

3. Group Instruction.

(Educational Officer)

## ARMY LIBRARY SERVICE

700,500,000 books dist among 2500 Army Libraries.



8/24/43.

## Athletic & Recreational Division of S. S.

1. To make a vital contribution to the troops. (Phys & mental.)
2. Sports program to develop leadership, aggressiveness, initiative, & the will to win.
3. Leisure time Rec. Program affords dissatisfactions, boredom, alcoholism & exposure to venereal diseases.

### Athletic phase -

1. Org. & supervising of programs.
  2. Preparation & planning of suitable program.
  3. Athletics to be encouraged as a leisure time activity.
- \* Post Athletic Director

1. Careful selection of good qualifications.
2. Demonstrative leadership, specialized leadership.
3. Ability to cooperate.
4. Enthusiasm for such duty.

### \* Post Athletic Officer.

1. Locate & maintain all areas thruout the post in form of a chart.
2. Maintain chart assignments.



8/24/43.

## Special Service

3. Form athletic Council with P. A. O. as chairman.
4. Approach Dir. of ath. at some school for use of athletic field where space is needed. (Gymnasiums)
5. Provide special serv. off. with pertinent info regarding athletic personnel & field.
6. Anticipate needs and assist cooperation of various depts. for purchase of equipment.

\* Gen. Aim of Athletic Program  
1. designed to point toward the phys. development & cond. of troops, stressing particularly max. participation in contact sports. Group games & athletic competition performed with battle equipment & involving rapid movement of weapons over material & prescribed obstacle courses are considered desirable.



8/26/43.

## F. Music & Singing.

### A. Musical Aspects of S.S.

#### 1. Functions in Army Life.

(1) Service songs pertaining to a branch, division or regiment inspire a spirit of comradeship.

(2) Impromptu entertainers in the field quickly revive drooping spirits & tired body.

(3) Composition & adoption of unit songs develops a feeling of possession, enthusiasm, and expression.

(4) adds color & life to sports, athletic contests & military functions.

(5) Well trained band imparts inspiration, zest & instills a spirit of loyalty in the military org.

### B. Musical Assistance.

1. Authorized & voluntary bands on each post.

2. Musically experienced army personnel not serving as bandmen.

3. Rely upon communities (school bands, Y.M.C.A. etc.)  
Loud speaker amplifiers & records.

### C. Group Singing.

1. How to promote interest

(1) select capable & enthusiastic



8/26/43

Song leaders.

(2) Help from higher headquarters.

(3) Radio.

(4) Use of Army Song Book.

(5) Competitive singing between  
organizations.



8/20/43.

## RECREATION & RE-CONDITIONING FOR CONVALESCENT PATIENTS IN THE A.A.F. HOSPITALS

### I. PHYSIOTHERAPY.

#### A. RESULTS..

1. Time of disability was shortened.
2. 90% were able to resume former occupation.
3. Many convalescents who would have been crippled returned to civilian life & earned own living.

#### B. REHABILITATION.

1. Men injured are reluctant in relating their injuries.
2. Use care in discussing injuries with them.
3. Men don't like of hospital & atmosphere so get them away from smells & clothing.
4. Get men interested in some activity which helps prevent the shattered "EGO," & "INFERIORITY COMPLEX."
5. TEND TOWARD ANTI-SOCIAL attitudes: Driving him away from people & in upon himself resulting in introvert.
6. CARE in APPROACHING



## Mental Neurosis CASES.

### IV. EDUCATIONAL Psychology.

A. Amount of Time spent on corrective exercises is relatively unimportant. \* The main fact is NOT "How much" but "How & why."

1. Instilling of self reliance in the soldier.
2. Right appeal must be used to secure results.
3. Arouse interest in self improvement, & A "WILL" to achieve
4. Make an attempt to explain reasons for his condition. (Thru aid of Doctor working on case.)
5. Try to get active interest of patients.
6. P.T. man should have the DESIRE to help others.
7. (a) have a pleasing personality & optimism.
8. (b) have patience.
  - (1) avoid Patronizing Attitude.
  - (2) should understand that there will be a lack of coordination in most convalescents.
  - (3) Patients will be extremely sensitive
  - (4) Do not scold or show aggravation.
9. (c) BE SINCERE.
10. (d) UNDERSTAND case history



## CONVALESCENTS.

8/20/43.

### & Personal Habits

## IV. CONVALESCENT PROGRAM OF ARMY.

A. Efforts will be made by all COM. OFF. of Army Hosp. for CONVALESCENT PROGRAMS.

1. PHYSICAL DRILL
2. EXERCISE
3. ENTERTAINMENT
4. EDUCATIONAL INSTRUCTION.

### B. PROGRAM MUST:

1. COMBAT: boredom,
2. mental fatigue,
3. PSYCHIC-TRAUMA.  
(MENTAL - SHOCK.)

By:—

1. Stimulating & healthy enthusiasm for life in general
2. Rekindle interest in military matters & cultivating the competitive & combative spirit.

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### \* Physiotherapy:

Use of natural forces such as air, water, elec. heat & exercise in the treatment of disease.

Hydrotherapy - water.

Electrotherapy - electricity

3. Co. OFF. of all A.A.F. Hosp. will designate & P.M. OFF. as recreational, & Re-conditioning.



officer for convalescent Patients

4. A.R. off. will work in unity with the Post Camp or STD. Spec. Serv. Off. In addition he will get assistance of Chaplains Red Cross or any other Org. designated.

5. A.R. off. responsible under the Comm. off. for:-

1. Planning
2. Initiate
3. Supervising &
4. Conduction of courses in instruction of Phys. Trng.

1. Improving morale.
2. Shorten Per. or Conv.
3. better fitting Patients for assuming full duty upon discharge

6. EDUCATIONAL Courses will be designed to provide general military info. & to qualify men for assmt to schools for higher tech. trng. & hightech ratings.

7. Phys. Trng Courses will be designed to produce a gradual improvement in strength & resistance



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UP to the point where a patient may be discharged from the HOSP & assume full military duty without phys. int. to himself.

8. All those who take courses will be awarded ~~cert~~ & cert. of completion. But they will have to pass 10 hrs or more

### GENERAL INSTRUCTIONS.

1. Daily schedule divided into 5 parts.

(a.) 5 min review of current war news.

(b.) 30 min lecture on a selected subject.

(c.) Showing of suitable trg. or recreational films.

(d.) minimum of  $\frac{1}{2}$  hr prescribed reading.

(e.) Suitable per. of phys. exercise or drill.

2. Weekly schedule of 5 daily courses given Mon Thru Frid.

3. 4 weekly schedules will be prepared suitable for 1st 2nd 3rd & 4th week of convalescence.



4. WARD OFF. Will recommend the suitability of selected patients for courses being given.

5. Phys. INST. Will start a patient on the 1st series of exercises. To be followed by series 2 3 & 4 in sequence.

6. Filiterates: special courses.

7. A list of references suggested by other suitable reading material will be made available to all patients

### PHYSICAL EXER. FOR PATIENTS

A. 10 min Program & may be taken by Bed Patients

1. Simple head & neck
2. Respiratory
3. light arm & finger
4. Abdominal
5. light leg & foot

B. 10 min. for walking Patients

1. moderate arm & shoulder
2. moderate trunk & abdominal
3. moderate leg & thigh
4. Any modification of series A. in moderation.



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## C- THIRD OR FOURTH WEEK

1. Routine exer. indoor or out.

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RECREATION & INSTRUCTION  
PROGRAM.

NO.	DAY.	COURSES	series # 1 1st week.
1.	MONDAY.	IDENTIFICATION JAP. AIRCRAFT.	
2.	TUESDAY.	Military Courtesy & Customs.	
3.	Wednesday	Personal Hygiene	
4.	Thursday	Individual Protection.	
5.	Friday	Identification of U.S. Aircraft & Parachute Battalion.	
		COURSES.	series # 2 2nd week
6.	MON.	Identification of German aircraft	
7.	TUES.	Safeguarding Military Info.	
8.	Wed.	Care of Clothing & Equipment; Friend or Foe.	
9.	THURS.	First Aid.	
10.	FRID.	Care & Use of Gas Mask. Incendiary Bombings.	
		COURSES.	series # 3, 3rd week.
11.	MON.	Identification of Italian Aircraft.	
12.	TUES.	Interior Guard duty Detection of "Boobie-traps".	
13.	Wed.	TREATMENT of GAS CASUALTIES.	
14.	THURS.	Jungle Warfare.	
15.	FRID.	Military Discipline ARTICLES of WAR.	



			Series #4
			4th week.
NO.	DAY.	Courses	
16.	MON.	Forced Landings.	
17.	Tues.	Weather.	
18.	Wed.	Attack Aviation + CAMOUT/age.	
19.	THURS.	MAP READING.	
20.	FRID.	ARCTIC Warfare + Motor Vehicle Driver.	

### RECORD KEEPING.

Each HOSP. will keep a record of the program of inst. for Patients incl. a roster of students, schedule of classes & the progress made by each student upon discharge.

### PERSONNEL.

1. Since the choice of the directing personnel is a matter of prime importance the program will be in charge of instructors with experience in P.E. & with a commanding personality.
2. Assignment of personnel will be made as needs of program requires it.

The program is divided into 4 classes on a schedule



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Designed to produce a gradual progression of improvement in strength & resistance.

Class 4  $\rightarrow$  3  $\rightarrow$  2  $\rightarrow$  1. 2 or 3 days before being discharged.

Each class runs about 1 week.

3. The orig. extent & speed of progression will be determined for each ind. by the ward off in charge of re-conditioning dept.

4. To meet exist. Recommendations of the war dept. the phys. training prog. is org. on a 'greater field of exercise' games, swimming, combatives, & running activities.

Schedule for P.T. 8/24/43.

Period 1 hr 45 min.

20 min exercise - graded as to groups to approach individual problems. Remainder devoted to: -

1. games
2. swimming
3. combatives
4. Running activities & if necessary the required therapy work.



Standard uniform:

Stripped to waist - unless  
severity of sun won't permit.

Inst. uniform - T shirt, sweater  
shorts, socks & shoes

Personnel: -

1. one inst. to each group

Duty units must be as follows:

one inst. charge of Class #1  
direct exercises & activities  
assigned for that time. He  
will supervise & maintain  
facilities & equip. for the  
program. In addition:  
maintain a record of  
equip. on hand & will  
keep the off. in charge  
of re - constituting, informed  
as to immediate & future  
needs

2. One Inst. in charge of  
Class #2 also direct  
exercises & other activities.  
also maintain a master  
roster of "in - coming" &  
"out - going" patients.  
Supervise card system  
used for roll call. Daily  
attendance will be reported  
to the office of Dir. of P.T.  
by the Inst.



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CONVALESCENTS.

\* 3. One Inst in charge Class #3.  
Supervise & dir. and exercise  
& direct swimming for  
those able to participate.  
In add. he will org.  
sets of exercises in  
proper progression & make  
up Ind. Exercise cards  
as needed.

4. One Inst in charge Class #4.  
Responsible for Therapy  
treatment. Conduct exercise  
for Class #3 patients &  
direct other activities for  
those unable to swim.

To provide proper correction  
by the personnel in charge  
of the Program - 2 hrs  
assigned for preparing  
roster & attendance records.

Facilities & equipment  
& org. of Ind. exercises becomes  
Time taken for consultation  
with the re-conditioning of  
as to amt & type of activity  
for Ind. cases.



I. Classes 3, 2 & 1 receive  
20 min of Cond. Exercises  
offered in the degree

II. Convalesces incl. Judo are  
conducted for a period of  
20 min.

III. Swimming Inst. offered  
for 30 min for all able  
to enter water. Both  
participation & demonstration  
of water skill will be  
directed :-

1. Non-swimmers
2. Intermediate
3. Advanced

Participation & demonstration  
of first aid methods &  
safety methods pertaining  
to swimming as well  
as functional swimming  
such as :- (1) Dismembering  
ship, (2) Keeping afloat by  
use of clothing (3) Silent  
swimming (4) Carrying  
weapons, (5) Injured swimmers

IV. Condition of Patient  
depends upon rate of  
P.T.

Group 3:

1. Table games



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- 2.
3. Horseshoes.
4. Box - hockey.
5. Catch
6. Jump the shot.
7. Swimming
8. Blind - swim.
9. Pitching - rings
10. Pitching Ring - long balls  
into egg containers.
11. Relays
  - a. accuracy
  - b. Pussing.
12. Rope skipping.

#### Group # 2

1. Deck Tennis.
2. Volley - ball.
3. Horse - shoes
4. Swimming
5. Catch
6. Relays -
7. Soft - ball.
8. Dog - ball
9. Medicine ball
10. Badminton
11. Rope skipping

#### Group # 1

1. Soft - ball
2. Swat - ball.
3. Kick - ball
4. Running relays
5. Running activities



6. Catch
7. Swimming
8. Touch Football.

- Achievement Tests -  
(7 Point or 3 point)

Record System  
Roll call conducted as follows:

1. Each patient has a small card - name, date rec'd, date released from class.

Classes 4 & 3 - White Card.  
with class designation thereon.  
Class # 2 - Yellow Card  
Class # 1 - Blue Card.

Full in for formation - Cards passed to a designated end of each rank & collected by Inst. in charge.



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## Defense of an Airfield

I. Defense against airborne troops.

A. Involved mostly of ground crew.

1. attacks:

- a. Destruction
- b. Neutralization
- c. Capture.

II. Defense Commanders take steps when attacks seem imminent.

A. Destruction attack:-

a. high, long range bombers.

(1) Blackout, concealment & camouflage.

B Neutralization attack:

a. Neither side can use fields.

C. Capture attack:

a. Flank an airfield with paratroopers, & then closed in before arrival of support.

III. Protection against attack.

1. Protection against Gns.

2. Enemy observation



3. Fragmentation protection.
4. How to use weapons hand to hand for protection.

## IV. Paratroopers. -

A. Specially trained for areas not immediately accessible

1. Suitable terrain for landings.

2. Seizing river crossings.

3. Taking key terrain near of org. beach defenses in conjunction with naval or ground forces.

4. Establishing bridge heads.

5. Attacking defended position in rear or flank of enemy and -

6. Attacking interior of highly org. perimeter of defense.

7. Seizing & destroying supply & communication.

8. Assisting ground offense by means of vertical envelopment & subsequent seizure of important terrain & vital establishments.

B. Operating in conjunction with ground forces by consolidating and holding gains until reinforcements.

9. Seizing & holding landing fields in ext. friendly aircraft, & denying enemy aircraft.



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## Defense of Airbases.

10. Create confusion & act as diversion of operations to main forces of enemy.

IV. Airborne attacks consist of 3 phases.

1. Heavy & long range bombers -

4. - try to attack & knock attacking planes out.

2. Parachutists dropped simultaneously, landed, gathered their equipment & org. into fighting units. They attempt to destroy all defending units on the landing field.

3. Clearing landing fields of obstacles.

Present Transport planes have capacity of from 12 to 24 passengers. medium cruising speed of 140 to 170 m.p.h. carry 6,000 lbs & land in about 1,800 feet & over a 50 foot obstacle.

Troop Gliders have been



built in 25 various sizes.  
Can be pulled by motor  
transport. Carry no armament  
except Trooper's own equipment.  
8/28/43.



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# FUNCTIONAL SWIMMING.

~~MILITARY LAW.~~

I Functional: is war time term adapted to military program.

1. Have to swim under any conditions.

## II Four Phases - A-BASIC SKILLS

1. Know how to float.

a. Body control

b. Coordination

c. Relaxation

d. Breathing.

2. Breast Stroke

a. Under water recovery

b. Silent swimming

c. approach to drowning person.

3. Side Stroke.

4. Elementary Back Stroke.

5. Submersion & underwater swimming

6. Treading Water.

7. Jumping



## B. Diving.

1. Floating: Buoyancy plus relaxation plus breath control equals motionless floating.  
d. Conservation of energy.

### 2. Breast Stroke:

- leg movement
- arm movement.
- use of legs without use of arms
- use of arms without use of legs.
- Coordination of both.

### 3. Side Stroke:

- Deviation of breast stroke.

### 4. Elementary Back Stroke:

- Deviation or change over to serve as scull.

### 5. Submersion or Under water swimming.

- Protection against enemy fire only two feet under water.
- Protection against fire.
- Concealment.

#### A. Forms of Submersion:

- Surface dive
- Not first.



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# Functional Swimming

## ~~SOP~~

### B. Strokes:

1. Breast stroke
2. Side sweep.

### 6. Treading Water:

- a. ability to maintain self in vertical position.

### 7. Entering water, head or feet foremost from an elevation.

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## II. Second Phase.

### 1. Swimming & Floating in a restricted area.

- (a.) To get away from a sinking ship.

- (b.) Waiting to be picked up, stay in large group if possible.

### 2. Swimming with the head high

- (a.) Oil or debris in water.

- (b.) able to see where going, & existing conditions.

### 3. Swimming Silently.

- (a.) Tactical value in remaining under cover.

- (b.) Use breast stroke & break water at no time.



4. Swimming with a splash  
Recovery

(a) Used when swimming  
thru flames.

(b) Use modified breast stroke  
with hands fanning on the  
surface.

5. Swimming with legs & only  
one arm.

(a) Injury

(b) Aiding a comrade.

(c) Carrying equipment.

Possible that legs injured, requiring  
use of arms only.

a. Side "shell arm" pull

6. Leaping from height, feet  
foremost.

(a)

### III Third Phase -

A Carry on under conditions  
when individual is fully clothed

1. Tread water, wearing  
full fatigue uniform

2. Inflate Blouse -

Top buttoned 2nd button open  
slip jelly fish float & exhale  
into 2nd button hole, buttoning  
all buttons.



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## Functional Swimming.

3. Inflate Trousers -

(4) Tie knots in legs, &  
swing over head

4. Inflate Barracks Bag:

4. Swing over head &  
pull down.



# Functional Swimming

8/27/43



J. H. L.

500 Pages

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Budget / Research / Education / Information / Control / Training

Executive / Distribution / Efficiency

B. & F. / Res. / Central / Info / Train / Exec / Dir / Welfare

B. & F. / Research / Control / Info / Training / Exec / Dir / Welfare / Education



